**MINUTES – GENERAL EDUCATION POLICY REVIEW COMMITTEE** (GEPRC)

**ROOM D281, Science – December 14, 2011, 9 a.m.**

MEMBERS PRESENT: D. Guay, N. Fernando, J. Houghton, G. Olsen, R. Olson,   
J. Rohrer, J. Sage, J. Schneider, R. Sirabian

MEMBERS ABSENT: M. Bixby

1. The meeting was called to order at 9:08 a.m.

2. The minutes from December 7, 2011 were approved by general consent.

3. There were no announcements.

4. Old business: Advising Manual  
  
J. Schneider informed GEPRC members that she had worked on reformatting and clean-up of the General Education Program (GEP) Summary document. Discussion followed regarding the GEP graphics on page 3. It was noted that some of the credits cited in the graphics were no longer accurate. G. Olsen suggested that the non-colored, rectangular graphic be used; additional brief explanations of the various categories could be included. J. Schneider asked if a chart would be provided for students; she anticipates that the colored graphic would be easier for students to understand.  
  
GEPRC members discussed needed changes in the GEP graphics as a consequence of Step 5 and 6 proposals. It was noted that the colored graphic had been approved with the Step 4 proposal, albeit in a different format. The committee reviewed both graphics noting needed revisions and updates. J. Schneider stated the importance in differentiating between placing and testing out; she advised that the GEP credit range should be noted as 31-52 credits when taking into account placing out opportunities. A brief conversation followed of the potential for there to be additional credits for a student to complete to reach the required 120-credit baccalaureate graduation requirement after completing the GEP and major requirements. J. Sage recommended that the graduation requirement of a minimum 2.0 GPA be included in the advising summary; it was suggested that an additional note be added to advise students that the minimum GPA required may be higher in some majors.  
  
J. Schneider inquired if the Advising Group would be limited or would have freedom to change the GEPRC GEP graphics. R. Olson and J. Houghton advised that the graphics could be changed for use as an internal document as long as information was consistent with what was approved.  
  
G. Olsen suggested that if the graphic from Step 4 needed updating, the updating should be the responsibility of the GEPRC. J. Houghton recommended that GEPRC make the necessary updates and forward the revised graphic to the Academic Affairs Committee (AAC) to process the update through faculty governance appropriately. GEPRC members continued discussion and updated the colored graphic. Updates included:

* In-the-major requirements included in the integration level (Capstone Experience in the Major and Communication in the Major) will be made more visually distinct.
* Ranges of credits in various categories were updated or credit ranges added.
* The GEP credit range was updated to 31-52 credits.

J. Schneider questioned if the Admissions Office was aware that Advanced Placement (AP) and College Level Examination Program (CLEP) would both need revision to be consistent with the GEP. J. Sage confirmed that the Admissions Office was aware that revision was needed.  
  
J. Schneider suggested that explanation of credit ranges be included in a paragraph of explanation. J. Sage and J. Schneider will draft an explanation paragraph and forward the updated information to the AAC. A draft version will be distributed to the GEPRC informally.  
  
J. Schneider recommended that text from Step 4 explaining the importance of courses for each GEP level should be included in the GEP summary. She deemed the additional information especially helpful for those faculty and staff that may not be completely up-to-date on GEP information. J. Houghton and G. Olsen agreed that the additional information would be helpful and should be included.   
N. Fernando noted that the learning outcomes chart was also helpful. J. Schneider suggested that the chart be included as well.  
  
J. Schneider informed GEPRC members that she had contacted Amy Riggs, Programmer for Registration and Records, regarding a sample degree progress report (DPR) and asked if it would be possible to “shop” the GEP/GDR.   
J. Schneider reported that A. Riggs was working on programming for both.   
J. Schneider will contact Diana Black to see if she is willing to make updates to the Step 4 graphic. The updated graphic will be forwarded to the Faculty Senate Office for safekeeping.  
  
J. Sage questioned if Global Awareness, U.S. Diversity, and Environmental Responsibility should have credit ranges of 0-3. He noted that the emphasis was not on sidebar credits completed but achievement of the associated learning outcomes.  
  
Briefly discussed was the First Year Seminar (FYS) phase-in. It was noted under the FYS portion of the GEP summary that the Faculty Senate approved a 5-year phase-in for the FYS. The note further explained that for students unable to take a FYS, an alternative option of completing an additional 3-credits in the investigation level had been provided.  
  
GEPRC members discussed whether items from Steps 4, 5, and 6 should be consolidated or left separate in the GEP Summary. The GEPRC’s consensus was to leave the Steps separate, noting that the Advising Group could decide differently if they so choose. A brief discussion followed of course credits exceeding credits required to satisfy GEP requirements. D. Guay noted that this was something that was presently occurring and couldn’t necessarily be eliminated.  
  
D. Guay advised that the GEPRC will have completed its work on the GEP Summary document once the graphic was updated and the introductory, explanatory information was written and incorporated into the summary.   
  
D. Guay requested that GEPRC members attend the February 1, 2012 Faculty Senate meeting. The Step 6 proposal will be an action item before senators at this meeting. J. Sage asked GEPRC members to tentatively schedule   
February 13, 2012, 9:30-11 a.m., for a meeting with the Higher Learning Commission Focused Visit visiting team.

5. The meeting was adjourned by general consent at 10:05 a.m.

Minutes Recorded by: Nanci Simon, Secretary to the Faculty Senate